

Technology Guidelines and Procedures

Network Connectivity:

Every staff member and student has a username and password that must be used to access the district network. Once logged on, both staff and students have access to an individual file folder on the server to save information. Both can access multiple applications placed on the server. Both can also choose from multiple networked-printers.

Staff members also have the ability to create file-sharing documents to the “Shared Files folder” on the server. Students have read-only access to this information. Students can save these read-only documents to their individual folders.

Never allow a student to use your logon. Staff personnel have administrative rights to their computer, as well as advanced rights to the District servers. Students do not have these advanced rights with their logons. Set your computer to lock automatically within 5 minutes or less of non-use. If you physically leave your work area, lock your computer manually. You are held responsible for any actions completed under your logon.

Staff with accounts (individual, students, etc.) will be required to maintain password confidentiality by not sharing the password(s) with anyone. Never email confidential information.

All staff is responsible for monitoring students assigned to them when accessing the district network. Students are granted permission only when the staff member is available to monitor all activities. The server has filtering software; however, it’s impossible to filter every questionable site. If a questionable site is accessed, it needs to be reported to the campus technician immediately (please supply the site address and/or the computer and students name so the site can be filtered). If you have a specific site that you wish to access that is being blocked by the filter, you need to fill out a “site access request” with the specific URL address of the site along with reasons the access is needed.

All computers need to be shutdown at the end of the day (hibernation, sleep, or restart wont work). Many of our updates happen when the computer is shutdown and rebooted.

Lab Use:

Sign ups for the school’s lab will be in the Library. Turn the projector on only seconds before use. Turn it off as soon as you are through using it. The replacement bulbs are extremely expensive. Before leaving the lab, all trash needs to be thrown away from each work station and printer area, chairs pushed in, computers logged off, the board erased, etc. to prepare the room for the next class. Lock the door of the lab as you leave. The last Staff member signed up for the day needs to shutdown all equipment.

Email:

Only sfisd.net e-mail may be accessed by school computers. District computers are to use only Outlook web Access. No other platforms or programs are to be used.

Staff members should set aside time at least once a day (more often if possible) to check and respond to email messages.

Staff members should not post chain letters or engage in spamming (sending an unnecessary message to a large number of people). Campus-wide or District-wide emails need to be approved by the campus principal before submission.

Avoid the inadvertent spread of computer viruses: Never open an email or attachment with an unknown user or subject line. Even if you do recognize the email address, do not open an attachment that is not explained in the email itself.

Equipment Maintenance:

Staff will be responsible for the care and maintenance of their systems. Routine Maintenance should be completed at least every 3 weeks.

Before you report technical problems, check cables, power connections, and/or reboot computer. If problem persists, refer to campus technician. Maintenance issues should be reported to the campus technician via a Technology Work Order. Support and maintenance of technology must be documented by technical support records—work orders. Please do not request help verbally or interrupt classes. Campus Technicians are:

- High School – Thanh Kinder – tkinder@sfisd.net
- Junior High – kmullins@sfisd.net
- Elementary – Cheryl Waldrop – cwaldrop@sfisd.net
- CHAMPS – Donna Milner-dmilner@sfisd.net

Only District Personnel are authorized to complete maintenance on district equipment.

Hardware:

Hardware specifications must be approved by technology department before purchase order is submitted to ensure it meets minimum requirements. All Hardware needs to be shipped to the Campus Technician for proper setup to the District Network and for Inventory purposes. Only campus/district technicians are authorized to set up new hardware. All district equipment must be joined to the District's Domain. **Do not** setup your own equipment.

All posters printed from the District's Poster Printer must be approved by the campus principal. Campus Technicians will have the capability to print these posters.

Software:

Software specifications must be approved by technology department before purchase order is submitted to ensure it meets minimum requirements. All Software needs to be shipped to the Campus Technician for proper storage of documentation and for Inventory purposes.

Software or external data may not be downloaded on any computer without permission of Director of Technology, or Campus technicians. This includes free search engine bars, games, screen savers, outside e-mail programs, etc. Software should be installed only when there is documentation showing that the software has been purchased. Software purchased by staff using personal funds must also have documentation and approval before installation. Campus Technicians will file all appropriate documentation, installation CD's, etc.

Professional Development:

Staff members need to attend 6 hours of technology professional development annually. Multiple opportunities will be provided for technology professional development including before school, after the school day, summer training, on-line training, or Region 16 technology workshops (that are not held during the work day). Training opportunities will be posted on the school's web site.

Staff members are responsible for reaching 100% of the SBEC Technology Applications Standards and utilizing the Texas Long-Range Plan for Technology (posted on the school's web site).

Using Technology:

Staff will complete an Individual Technology Plan to set goals and strategies for individual improvement in technology

Teachers will also complete the Texas Teacher STaR Chart yearly for self-evaluation, as well as campus/district evaluation.